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From: Stevenson, Allan (DPH)
Sent: Monday, December 18, 2006 3:21 PM
To: Hanchett, James (DPH); Salem, Sharon (DPH)
Subject: FW: Fisher Online Ordering

From: Danforth, Deborah (DPH)
Sent: Monday, December 18, 2006 2:54 PM
To: DPH-DL - CDC-Purchase Reviewers
Subject: Fisher Online Ordering

I want to make sure everyone who received my emails about Fisher online realizes that you must now do all your Fisher orders through their website (www.fishersci.com). When have submitted your order you must then enter an order in the Purchasing System. This order will consist of one line which should state (Order entered (date)) and the unit cost will be the total dollar amount of the order. You must send a copy of your Fisher online order printout to the purchasing Department. When we release the order you will receive and email and that email will have the order reference number as well as the purchasing order number. You can follow your order on the site. You can get the back order information. I have set everyone up to receive emails when the backorder date has changed.

Anyone who feels they need training to use this site please email me and let me know and I will set up time to do some training.